

MINUTES
Commission on Diversity Awareness
Regular Meeting
April 16, 2019 1:30 p.m.
Council Chambers (1st Floor), City Hall, 211 W. Aspen Avenue, Flagstaff

1. CALL TO ORDER

Dan Duke motioned DeAnn Wegwert seconded the motion and all approved. The meeting was called to order at 1:31 p.m.

2. ROLL CALL

Members Present

Alisa Ashley
Dan (Robert) Duke, Chair
Khara House (via telephone)
Pamela Malone
Jean Toner
DeAnn Wegwert, Vice Chair
Daniel Williamson

Members Absent

Guests Present

Emily Davalos

3. Recommended Protocol for Members and Other Participants Call In.

4. Public Participation.

Emily Davalos handed out a brochure about a community center being created in Sunnyside to serve low income and diverse community members.

Brianda Torres sent a draft ordinance, brochure and one-page promotional document regarding Keep Families Free and Together. A copy of the ordinance, brochure and one-page promotional document were provided to each commission member.

Commission on Diversity Awareness received letter and flyers from Housing Authority of the City of Flagstaff on April 10, 2019 regarding two programs to help low income renters. A copy of the letter and attached flyers were provided to each commission member.

5. Staff Participation.

Shannon Anderson, Staff Liaison Representative. Shannon Anderson shared two sets of documents received from Keeping Families Free and Together and Housing Authority and included information in public participation section of the meeting minutes.

6. Approval of Minutes.

A motion was made by Dan Duke to approve the March 19, 2019 minutes, Daniel Williamson seconded the motion and all approved.

7. Date of Next Meeting. The next meeting is May 21, 2019 at 1:30 p.m. in the Council Chambers. All members except Jean Toner will be in attendance.

8. Action Items.

- A. Time and length of Commission meetings – Dan Duke motioned to add 30 minutes on to the meeting and set a standing action item to set the agenda for the following meeting, DeAnn Wegwert seconded the motion and all approved.
- B. Request for Commissioners to watch the video from previous meeting(s) missed for consistency and time saving during meetings – Dan Duke informed the commission members where to find the information. No discussion or action taken.
- C. Planning for CODA social event at coffee shop – July 16, 2019 at 3:30 p.m. at Firecreek. Dan Duke will visit with Firecreek to notify them of a potential party on this date and time. Shannon Anderson to send invitation from Jean Toner to previous commission members. Dan Duke motioned, Alisa Ashley seconded and all approved.
- D. CODA Survey results and future process for sharing additional results – Shannon Anderson to print 10 surveys for Daniel, Alisa 40, and Emily 20 and she will email the parties when the surveys are printed and ready for pick up in the HR office. Turn in handwritten survey to Shannon Anderson.
- E. Report out from subcommittee on indigenous religious practices – Jean Toner has been in communication with Dr. Silver about setting up another subcommittee meeting. Jean Toner will extend an invitation to Dr. Silver to see if he can attend the next CODA meeting.
- F. Keeping families together ordinance – Jean Toner motioned to create a subcommittee for the development of a recommendation for an ordinance on keeping families together, Dan Duke seconded and all approved. Dan Duke, Pamela Malone and Khara House will serve on the subcommittee.
- G. Discussion on office of labor standards – DeAnn Wegwert motioned to table this item to the next meeting, Jean Toner seconded and all approved.
- H. Public Forum – Jean Toner motioned to table until after social event in July, DeAnn Wegwert seconded and all approved.
- I. Review list of proclamations and/or events brought by each commission member and possible action of adding proclamations and/or events to the 6-month planning calendar for July through December 2019 – Shannon Anderson to send out list of proclamations to the commission members. Add LGBTQ Proclamation to the next CODA meeting.
- J. Conversation on changing the name of Commission from Commission on Diversity Awareness to Commission on Diversity Appreciation – table this agenda item to a future meeting.

9. Reports/Discussion Items.

None.

10. Future Agenda Items.

- A. Shannon Anderson to follow up on Pamela Malone parking permit as Commission member.
- B. May 21st meeting add CODA Surveys to include this information. Facilities for collecting handwritten CODA surveys. Khalif Durham will forward contact information to Shannon Anderson (12/19/19).
- C. Discussion about Diversity Fair.
- D. Practice with members calling in using the conference line. – Remove this item from the list.

- E. Response from Procurement as a result of the Transportation presentation – Requested data on how often local service providers are awarded contracts vs. non-local (Rick Barrett requested 10/16/18. Shannon followed up on 4/8/2019.)
- F. Review planning calendars created by each commission member and possible action of adopting final draft Commission of Diversity Awareness 6-month planning calendar.
- G. May 21st Agenda: Review lists of other organizational committees brought by each commission member and possible action of creating liaisons for other diversity groups. Shannon Anderson to add this to the agenda along with the list of committees discussed previously.
- H. Request City Clerk office come to a meeting to explain the appointment process, the Commission will discuss potential communication with City Council on Commission appointment process, and transition plan for Commission on Diversity Awareness given new Commission members. – Add to June meeting and each month following to track the number of applicants received by City Clerk's office and transition plan for commission work.

11. Adjournment.

Motion by Dan Duke to adjourn the meeting at 2:46 p.m. Motion seconded by DeAnn Wegwert. All approved.